

License Agreement

The Requirements

1. In accordance with City Code § 14-11-1 **APPLICATION REQUIRED.**

- (A) Except as provided in Section 14-11-2 (*Exceptions For Certain Uses Of Public Property*), a person must submit an application to the director of the Public Works Department to obtain a release of a public easement, license for the private use of public property, or vacation of a public right-of-way.
- (B) An application filed under this section must be accompanied by:
- (1) a non-refundable application fee in an amount established by separate ordinance; and
 - (2) a survey and field note description of the public property or easement to be released, licensed, or vacated.

Notes

2. The application process typically takes 6 to 8 weeks, depending on how quickly staff receives comments and resolution from the applicant. The following are the typical times frames throughout the process:
- (A) Initial review process takes approximately 3 weeks for reviewer comment, from the time plans are received by Right of Way Management.
 - (B) Drafting of Agreement Documents takes approximately 2 weeks.
 - (C) Internal Signatures take approximately 1 week.
3. The process described below also applies to encroachments illegally constructed, without authorization from the City of Austin. If at any point the application is denied by a Stakeholder, the encroachment must be removed from the right of way immediately. If the Project Sponsor or Owner fails to remove the illegal encroachment, the City of Austin will remove all encroachments and charge the Owner after-the fact, which could result in loss of Certificate of Occupancy.

